JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

# Oncology Clinical Research Coordinator

**Job Code: 7432**

**Salary Grade: C06**

**FLSA Status: Exempt**

**Job Family: Health Services**

*The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.*

## Job Responsibilities

Plans, directs, or coordinates clinical oncology research projects, directs the activities of workers engaged in clinical oncology research projects to ensure compliance with protocols and overall clinical objectives, evaluates and analyzes clinical data.

- Identifies, recruits, and schedules patients who may be eligible to participate in the oncology clinical research program.
- Performs the initial assessment of potential patient participants, including but not limited to taking detailed clinical history, performing physical exam, and completing patient data forms.
- Conducts research tests and supervises exercise training sessions.
- Provides potential patient participants with study information.
- Obtains informed consent forms.
- Acts as the initial clinical resource and liaison between physicians, nurses, and laboratory personnel.
- Responsible for data management and data analysis.
- Ensures data entry is accurate and completed in a timely manner.
- Responsible for the initiation, organization, and handling of patient follow-up.
- Assesses and analyzes patient monitor data at all follow-up visits.
- May oversee the conduct of home-based patient training programs.
- May attend various meetings pertaining to the oncology clinical research program.
- May present information at the meeting.
- Assumes lead role to ensure adherence to protocol.
- Directs and evaluates the work of research personnel.
- Trains and schedules workloads of employees.
- Performs various duties as needed to successfully fulfill the function of the position.

## Minimum Requirements

**Education:**

Required: Bachelor's Degree in a health profession or related field.

**Experience:**

Required: 24 months of research program coordination, or clinical experience.

**Equivalency/Substitution:** Experience or a combination of education & related experience can be considered in lieu of degree. A one-to-one ratio is used to determine the number of years of experience required in place of a degree.

**Required Certifications or Licenses:**

none

**Verification of education and licensure (if applicable) will be required if selected for hire.**

## Knowledge, Skills, and Abilities

- Knowledge of protocol guidelines, principles, and practices.
- Must have a high level of organizational skills.
- Ability to exercise discretion.
- Ability to ask the right questions to determine proper course of action while following established standards.
- Ability to learn and function under different situations/circumstances.
- Must work independently and as a team member.
- Ability to handle stressful situations and solve problems.

## Working Conditions

Clinical Environment.

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